

## ***Berkshire County Retirement System***

**Position Title:** Retirement Coordinator / Accountant

**Statement of Duties:** Under the general supervision of the Executive Director, the Retirement Coordinator / accountant serves all members of the Berkshire County Retirement System and is responsible for providing retirement benefits as defined by MGL Chapter 32.

**Reports to: Executive Director**

**Responsibilities/Duties:** Responsible for account maintenance including buyback, transfers, withdrawals and military service. Performs a variety of financial reporting and related accounting functions to ensure compliance and conformance with established policies procedures of the Board and MGL Chapter 32.

**Communication/ Analysis:**

- Communication with active members to assist in processing or resolving problems
- Communication with members and town treasurers in response to inquiries regarding purchase of prior creditable service, transfers and withdrawals
- Retirees –provide member support as necessary

**Member services:**

- Provides membership services to the active members, retirees and beneficiaries of the system, implementing the provisions of MGL Chapter 32: Public Employee Retirement Commission (PERAC) regulations and the retirement board policies.
- Prepares calculations as prescribed by PERAC for repayment of funds
- Prepares and issues veteran buyback notifications
- Prepares calculations as prescribed by PERAC for repayment of military buyback funds
- Prepares yearly statements for members purchasing prior service
- Provides retirement calculation estimates to members upon request

**Accounting:**

- Provides and prepares year-end 1099's for distribution to the vendors and IRS
- Prepares W-2's for distribution to employees and IRS
- Reconciles monthly bank statements
- Prepares quarterly reconciliation of supplementary schedule to financial statements
- Provides and prepares year-end reconciliation of supplementary schedule including member deposits, buybacks and transfers
- Issues monthly refunds, rollovers and transfers to other retirement systems
- Compiles the appropriation data questionnaire for assessment calculations
- Provides and prepares monthly, quarterly and year-end tax deposits and federal tax reports
- Prepares and maintains monthly accounts payables
- Prepares members' Annual Statements
- Maintains years-end schedule for the posting of applicable interest, creditable service and payoff duties

**This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Qualifications:**

College graduate with course work in business administration, financial accounting or equivalent combination of education and relevant business or government experience.

Ability to communicate effectively and professionally with the public; well-developed written communications skills; the ability to communicate complex information concisely and effectively in person or via telephone.

- Strong mathematical, organizational and problem solving skills with strong attention to detail
  - Ability to understand and interpret retirement laws and regulations
  - Ability to follow instructions and function both independently and as a member of a team
  - Ability to keep complex records and to prepare periodic reports from such records
  - Ability to establish and maintain effective and congenial working relationships with the membership, employers, other members of the public and retirement staff
  - Commitment to quality service at all times
  - Proficient in the use of personal computers, including word processing and spreadsheet software
  - Willingness to travel within the state
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- To view the entire job description: <https://www.berkshireretirement.com/openpositions>
  - **Salary:** Starting \$55,000 - Salary commensurate with experience. Benefits include enrollment in pension system, health, dental, life insurance, 457(b) plan and paid time off.
  - **To Apply for this Position:**
  - Please provide a letter of interest, resume and references to: Sheila LaBarbera, Executive Director by email to **sheila@berkshireretirement.com** – job title must be listed in the subject matter of the email.
  - Applications may also be mailed to: Berkshire County Retirement Board, 29 Dunham Mall, Pittsfield, MA 01201.
  - Applications must be received by September 20, 2021 @ 3pm.